



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

Office of Health Benefits

COMMONWEALTH OF VIRGINIA **DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo **#01-19**

To: Benefits Administrators
From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs
CC: All OHB
Date: November 26, 2001
Re: Quick References on Enrolling and Making Changes

The 33 enclosed quick reference sheets on actions employees may take related to their health benefits will appear beginning in early December as an “Enrolling and Making Changes” link on the Department of Human Resource Management’s (DHRM) Web site at www.dhrm.state.va.us/hbenefit.htm. Please note that the VSDP quick reference sheet (#9) is “under construction” at this time. The “Enrolling and Making Changes” sheets indicate the categories for Open Enrollment, Enrollment Options, Enrolling in Extended Coverage and Qualifying Mid-Year Events. In addition, you are receiving a BES instruction chart which shows the reason codes which will be in place on the system next month.

Contacts for Questions

Quick Reference Sheets:

Active Employees

Employee Services

Retirees

Charlene Williamson at (804) 786-4045,
cwilliamson@dhrm.state.va.us

BES Data Entry Problems:

Active Employees Herb Boyd at (804) 371-6062, hboyd@dhrm.state.va.us
Teresa Fleming at (804) 371-6465, tfleming@dhrm.state.va.us

Retirees Linda Lindquist at (804) 371-6463, llindquist@dhrm.state.va.us

Thanks for your assistance.